

City of Madison Job Announcement

Applications Received in City Hall from Mon., November 22, 2010 thru Wed., December 8, 2010

Title: ASSISTANT AQUATICS DIRECTOR

Job Requisition No.: 11-011

Hours: FULL-TIME (WORK HOURS: TUES. THRU SAT. 11 A.M TO 8 P.M.)

Starting Pay: \$1,215 - \$1,289 BI-WEEKLY

Specific duties of the job:

Must be able to work a set schedule of Tuesday – Saturday 11:00 a.m. – 8:00 p.m.; Responsible to the Aquatic Director for pool supervision for the safety of the public while in and around the swimming pool and adjacent facility; Supervise and direct 2 full time lifeguards (up to 40 to 50) part-time and seasonal lifeguards at all time. Pools are open 15 hours per day seven (7) days per week. In Aquatics Directors absence, Assistant Aquatics Director serves as Aquatics Director, and must work flexible hours and be available any day of the week. Responsible for supervising an in/outdoor pool, providing leadership and coaching to lifeguards, and monitoring the various pools to make sure that guests are safe and acting in an appropriate manner, keeping the pools and the areas around the pool clean, if necessary take the lead in rescuing any patron that should ever find themselves in a dangerous situation. To assure proper operation and supervision of swimming pools, facilities and activities for the city pools as well as maintain neatness of all city pools and their facilities and grounds. Assist with the assessment of community interest, development of new aquatic programs/activities, and monitoring and evaluating program success.

Skills candidate must have: **(Complete Job Description Includes More Qualifications)**

Assists in maintaining reports and records concerning aquatic activities; Supervise safety measures on all aquatic activities, including daily inspections of pools, checking chemical levels and surrounding areas; Assists in organizing and completing swim lesson registrations; Checks & verifies all pools and equipment are up to standards; Schedules staff for pools and serves as lead to coach lifeguards; First to act and take a lead role in an emergency; Ensures that all swim programs and classes are carried out according to plans and standards; Prevents injuries by minimizing, or eliminating when possible, hazardous situations and behaviors; Enforces facility rules and regulations as well as educates patrons about them; Administers first aid and CPR in an emergency; Recognizes and respond effectively to all emergency situations; Maintains the cleanliness of pools and their surroundings; Provides in-service training; Assists Aquatic Director with time cards and staff schedules; Assists in Supervision of all pools; Assists Aquatic Director with Lifeguard interviews, hiring and policy administration; Assists Aquatic Director with managing/supervising all aquatic programs offered by the Recreation Department; Assists Aquatic Director supervising all aquatic staff, performance appraisals and plan and direct a continual training program for lifeguard staff;

Education candidate must have: Must be at least 18 years of age; Must have High School diploma, with two years of college highly preferred in a related field; Must have a valid Driver's License with good driving record.

Experience candidate must have:

Leadership and/or supervisory experience preferred. Must be Certified Pool/Spa Operator or be able to obtain certification within (1) year of employment; Must be American Red Cross Certified Lifeguard; Must be American Red Cross CPR for the Professional Rescuer certified; Must be a Certified American Red Cross Water Safety Instructor or be able to obtain certification within one (1) year of employment; American Red Cross Lifeguard Instructor a plus; Must obtain certification within two (2) years of employment.

Physical requirements for this position:

Must be available to work all seven days of the week and flexible hours and must be able to work at times with little notice; Ability to see well enough to clean required areas, and to observe unusual activities from a distance (corrective lens acceptable); Ability to bend, climb, stand in order to clean required areas and move bleachers; Ability to hear well enough to understand normal conversation, and to use radio and telephone to communicate with persons from a distance (hearing aid acceptable); Speak well enough to communicate with supervisors and patrons and to be heard from a distance; Physical mobility to move around so as to inspect the pool and areas around the pool as well as to rescue endangered patrons when necessary and must be able to lift arms above the shoulders; Ability to move objects in excess of 50 pounds long distances (greater than 20 feet); Ability to read letters, memos, instructions, and chemical labels; Use of hands and fingers to type, write, file and operate office equipment and sports equipment as well as administering chemicals to the pool; Must be able to work around chemicals and all weather conditions, at times, in intense heat; Job requires work inside and outside at various pools.

How to apply:

Outside Applicants: Pick up & Return Application to Madison Municipal Complex (100 Hughes Road, Madison, Alabama 35758), or apply with the State of Alabama Employment Office (2535 Sparkman Drive, Huntsville, Alabama 35810) or Access Application @ www.madisonal.gov. Resumes only will not be accepted; Includes an attractive benefit package with Retirement plan.

City Employees: Pick up and complete a one-page Internal Job Posting Application located in the HR Department.

All Applicants: Signed applications must be received by the Human Resources Department by 5PM of closing date.

The City of Madison is an equal opportunity employer.